

COOK's DAILY CLEANING CHECKLIST

PURPOSE: To provide management and kitchen staff with a sample cleaning checklist to help ensure that the kitchen is clean.

SCOPE: This Cook's Daily Cleaning Checklist applies to club managers, kitchen managers, and all kitchen staff.

GENERAL: Management must properly train all employees and follow-up to ensure cleaning duties are accomplished. Use this checklist as a guidance to achieve this.

GUIDANCE:

COOK's DAILY CLEANING CHECKLIST

Date: _____

FRONT LINE

- ___ Deep fat fryer off/clean?
- ___ Grill off/clean?
- ___ Steam line off/clean? (Water must be drained daily)
- ___ Flat-top grill off/clean?
- ___ Storage area under line clean?
- ___ Portable steam line clean? (Water must be drained daily)
- ___ To-go boxes properly stored? (Out of customer's view)
- ___ All stainless steel surfaces clean and free of grease and fingerprints?
- ___ All non-permanent equipment/supplies (chafers/liquid fuel, etc.) stored out of customer's view?
- ___ Hand wash sink clean, soap/paper towels available?
- ___ Toaster clean?
- ___ Sweep/mop floor?

BACK LINE (KITCHEN AREA)

- ___ Slow cooker off/clean?
- ___ All breads covered?
- ___ All table tops/shelves clean/well organized?

- ___ Tilt grill (2 ea) off/clean?
- ___ Reach-in freezer/refrigerators clean/secured? All items properly wrapped and labeled?
- ___ Ice machine clean?
- ___ Potato peeler machine clean?
- ___ Lettuce washer clean?
- ___ Mixer clean?
- ___ Holding oven off/clean?
- ___ Hand wash sink clean, soap/paper towels available?
- ___ Potato/onion containers clean?
- ___ All stainless steel surfaces clean and free of grease of finger prints?
- ___ Waffle irons clean?
- ___ Wall cabinets clean and well organized?
- ___ Meat slicer unplugged, clean, and blade sharp?
- ___ Buffalo chopper unplugged/clean?
- ___ All stoves/ovens off/clean?
- ___ Walls/ceiling clean/free of food particles?
- ___ Sweep/mop floors including ice machine room and hallways?
- ___ All brooms/mops/mop buckets properly stored?

WALK-IN REFRIGERATOR

- ___ All items covered/properly labeled?
- ___ Floor clean?
- ___ Food carts clean?
- ___ All frozen foods being properly thawed?

The above listed items have been accomplished:

Chef: _____	Date: _____	Time: _____
Cook: _____	Date: _____	Time: _____
Cook: _____	Date: _____	Time: _____
Cook: _____	Date: _____	Time: _____

FORM MUST BE COMPLETED AND GIVEN TO MANAGER ON DUTY PRIOR TO YOUR DEPARTURE.

SUMMARY:

A clean kitchen requires management involvement. Use this tool as a starting point if you do not already have a checklist. Add to or delete items that do not pertain to your operation. Be sure to follow through with employees to ensure the checklist is being completed.